

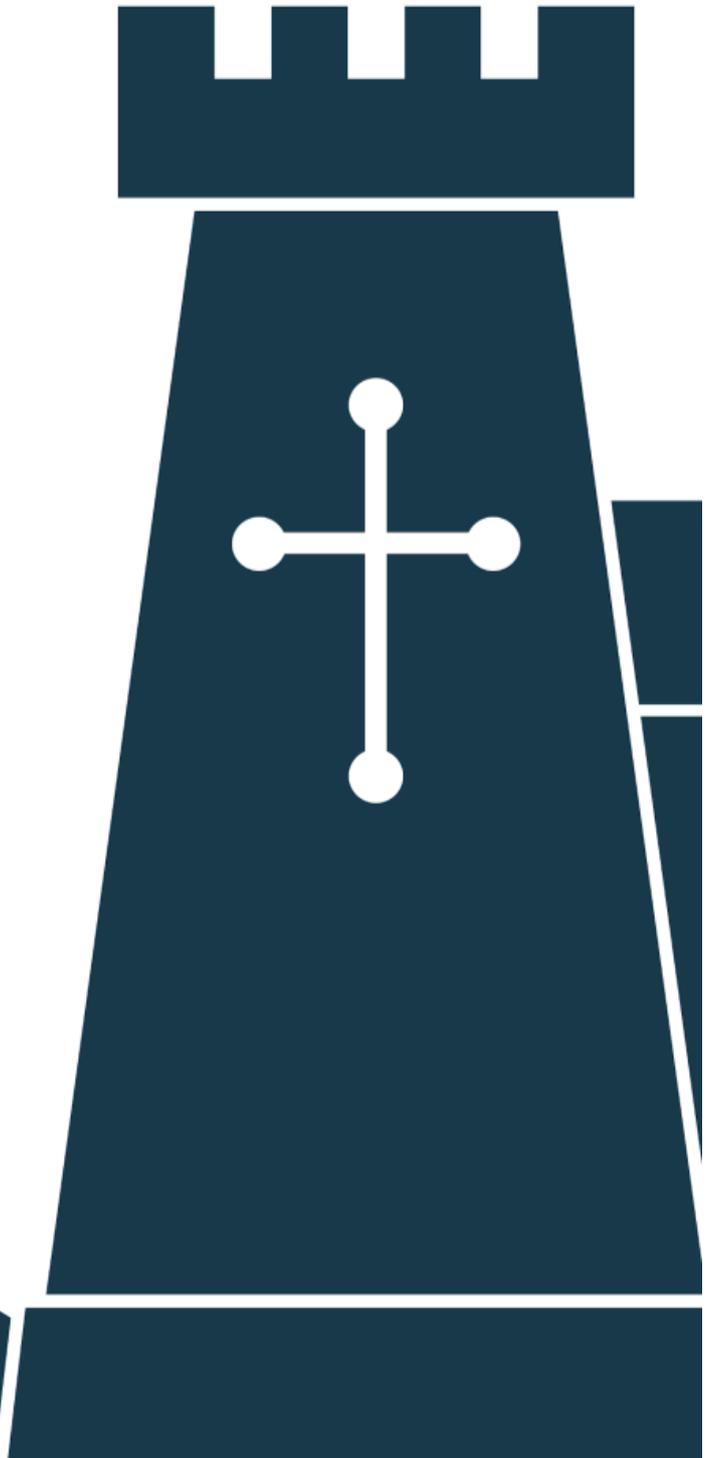
SEN Learning Support Assistant

October 2021



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October 2021

Dear Candidate,

Thank you for expressing an interest in the SEN Learning Support Assistant position.

From September 2018 The Bay CE School opened as an all-through school providing education for students aged 4 to 16 years old. The school has two sites and this role is situated on the primary site. This position is supporting a pupil in reception with communication and interaction difficulties.

This is a 30 hours per week fixed term post linked to a child with an EHCP. Please note this includes 5 hours lunchtime supervision duties supporting the named child.

We are looking for a SEN Learning Assistant that will have:

Consistently excellent classroom practice resulting in high levels of pupil enjoyment and progress.

An enthusiasm for supporting pupils with special educational needs.

How to Apply

Interested candidates can download an application pack from our website: bayceschool.org

If you have any questions, please contact recruitment@bayceschool.org

Closing date for applications: Friday 15th October 2021 @ Noon

Interviews: Week commencing 25th October 2021

Completed application forms should be e-mailed to recruitment@bayceschool.org or posted

FAO: Mrs L Highmore, The Bay CE School, The Fairway, Sandown, Isle of Wight, PO36 9JH.

All applications will be acknowledged upon receipt.

References will be requested prior to interview and an enhanced DBS check will be required for successful applicants.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Should you have any queries, please do not hesitate to contact me.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'D. Mills'.

Mr Duncan Mills

Executive Headteacher



Job Description

Identifying Facts	
Title of Post: Special Needs Assistant	
Directorate: Education	Post No:
Section: Classroom Learning Support Assistant	Date: Oct 2021
Responsible to: Class Teacher / SENCO	

Job Purpose

Working under guidance – provide support in addressing the needs of pupils who need particular help to overcome barriers to learning.

Major Tasks

1. Promote equality as an integral part of a role and treat everyone with fairness and dignity.
2. To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed.

Support for Pupils:

3. Provide pastoral support to pupils.
4. Receive and supervise excluded from, or otherwise not working to, a normal timetable.
5. Attend to pupils' personal needs and provide advice to assist in their social, health and hygiene development.
6. Participate in comprehensive assessments of pupils to determine those in need of particular help.



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7. Assist the teacher with the development and implementation of Individual Education / Behaviour / Support / Mentoring plans.
8. Support provision of support for pupils with special needs.
9. Establish productive working relationships with pupils, acting as a role model.
10. Develop 1-2-1 mentoring arrangements with pupils and provide support for distressed pupils.
11. Promote the speedy / effective transfer of pupils across phases / integration of those who have been absent.
12. Provide information and advice to enable pupils to make choices about their own learning / behaviour / attendance.
13. Challenge and motivate pupils, promote and reinforce self-esteem.
14. Provide feedback to pupils in relation to progress, achievement, behaviour, attendance, etc.

Support for Teachers:

15. Liaise with feeder schools and other relevant bodies to gather pupil information.
16. Support pupils' access to learning using appropriate strategies, resources etc.
17. Work with other staff in planning, evaluating and adjusting learning activities as appropriate.
18. Monitor and evaluate pupils' responses and progress against action plans through observation and planned recording.
19. Provide objective and accurate feedback and reports as required, to other staff on pupils' achievement, progress and other matters, ensuring the availability of appropriate evidence.
20. Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems / records as requested.



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21. Assist in the development and implementation of appropriate behaviour management strategies.
22. Establish constructive relationships with parents / carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.
23. Assist in the development, implementation and monitoring of systems relating to attendance and integration.
24. Clerical / administrative support e.g. dealing with correspondence, compilation / analysis / reporting on attendance, exclusions etc., making phone calls etc.

Support for the Curriculum:

25. Implement agreed learning activities / teaching programmes, adjusting activities according to pupil responses / needs.
26. Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning.
27. Determine the need for, prepare and use specialist equipment, plans and resources to support pupils.

Support for the School:

28. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
29. Be aware of, and support difference, ensuring pupils have equal access to opportunities to learn and develop.
30. Contribute to the overall ethos / work / aims of the school.
31. Establish constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support achievement and progress of pupils.
32. Attend and participate in regular meetings.
33. Participate in training and other learning activities as required



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34. Recognise own strengths and areas of expertise and use these to advise and support others.
35. Assist in the supervision, training and development of staff.
36. Implement planned supervision of pupils out of school hours.
37. Supervise pupils on visits, trips and out of school activities as required.

Generic quality statement: The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

Diversity and Equality - All employees are expected to treat others with dignity and respect.

Health and Safety - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

Data Protection and ICT Security – All employees are required to ensure that any information or data collected or input in to a Council system complies with the standards set out and any associated processes that are specific to an area of work.

This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.



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PERSON SPECIFICATION

JOB TITLE: Special Needs Assistant **DEPARTMENT:** Education

GRADE: Hay 5

DATE: October 2021

E = ESSENTIAL		SOURCE OF EVIDENCE - APPLICATION = A	
D = DESIRABLE		TEST = T	INTERVIEW = I
	1. EXPERIENCE, direct work experience, other relevant experience.	W =	
D	Experience working with children of relevant age.		A/I
D	Experience of working with pupils with additional needs.		A/I
			A/I
	2. KNOWLEDGE, without which the job cannot be done effectively.	W =	
D	Full working knowledge of relevant policies / codes of practice and awareness of relevant legislation.		A/I/T
D	Working knowledge of national curriculum and other relevant learning programmes.		A/I/T
D	Understanding of principles of child development and learning processes and in particular, barriers to learning.		A/I
D	Full understanding of the range of support services / providers.		A/I
			A/I
	3. SKILLS & ABILITIES, Essential/Capable of doing, Desirable/Able to train.	W =	
D	Ability to plan effective actions for pupils at risk of underachieving.		A/I
D	Ability to self-evaluate learning needs and actively seek learning opportunities.		A/I
E	Ability to relate well to children and adults.		A/I
D	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.		A/I
			A/I



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	4. QUALIFICATIONS, TRAINING & EDUCATION, also identify training to be given. W =	
E	English and Maths GCSE Grade C or above or equivalent.	A/I
D	NVQ 2 for Teaching Assistants or equivalent qualification or experience.	A/I
		A/I
	5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition. W =	
		A/I
		A/I
	6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc. W =	A/I
	CONTRA INDICATIONS, if any W =	
		A/I



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Isle of Wight Council

Job Description



Identifying Facts	
Title of Post: Midday Supervisor Assistant	
Directorate: Education	Post No:
Section: Pupil Support	Date: Oct 2021
Responsible to: Senior Midday Supervisor	

Job Purpose

Assisting in securing the safety and welfare of pupils during the school lunchtime break in accordance with practices and procedures.

Major Tasks

1. Promote equality as an integral part of a role and treat everyone with fairness and dignity.
2. To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed.
3. Supervise the children in the dining area, playground, field and school premises.
4. Clean up spillages – ensure tables are clean.
5. Encourage social skills and good table manners ensuring safety with knives and forks.
6. Encourage and assist children to eat their dinner, especially those with special needs or disabilities. Being aware of pupils with special dietary requirements or restricted diets for medical reasons from information provided at the school. Assisting pupils with cutting up food, pouring liquids etc. where necessary.
7. Administer First Aid treatment (only once qualified).
8. Assist children with toileting when necessary.



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9. Dealing with any body spillages in the dining hall in accordance with infection control procedures, ensure pupil goes to the medical room if appropriate.
10. Organise games for the playground. Discouraging any dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school.
11. Reporting any bad behaviour and incidents.
12. Participate in meetings at the school as appropriate.

Generic quality statement: The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

Diversity and Equality - All employees are expected to treat others with dignity and respect.

Health and Safety - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

Data Protection and ICT Security – All employees are required to ensure that any information or data collected or input in to a Council system complies with the standards set out and any associated processes that are specific to an area of work.

This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.



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PERSON SPECIFICATION

JOB TITLE: Midday Supervisory Assistant

DEPARTMENT: Education

GRADE: Hay 1a

PREPARED BY:

DATE: October 2021

E = ESSENTIAL	SOURCE OF EVIDENCE - APPLICATION = A
D = DESIRABLE	TEST = T
	INTERVIEW = I
	1. EXPERIENCE, direct work experience, other relevant experience. W =
D	Previous experience in working with children. A/I
E	Ability to play with children and develop their social skills. A/I
E	Ability to work on own initiative. A/I
	A/I
	2. KNOWLEDGE, without which the job cannot be done effectively. W =
E	Ability to relate well with children. A/I/T
D	Understand the need to supervise children. A/I/T
E	Ability to complete paperwork. A/I
	A/I
	3. SKILLS & ABILITIES, Essential/Capable of doing, Desirable/Able to train. W =
E	Receptive to ideas and suggestions of others. A/I
E	Accept constructive criticism of own ideas. A/I
D	Willing to undertake training. A/I
E	Promote positive behaviour of pupils. A/I
	A/I
	4. QUALIFICATIONS, TRAINING & EDUCATION, also identify training to be given. W =



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D	First Aid trained.	A/I
		A/I
	5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.	W =
E	Good communication skills.	A/I
E	Team player and enthusiastic to develop.	A/I
		A/I
	6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc.	W =
	CONTRA INDICATIONS, if any	W =
D	A positive attitude towards the involvement of the children within the school.	A/I
		A/I



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